

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0944142**

Date Posted: **10/03/11**

POSITION NO: **948511**

Closing Date: **10/14/11**

CLASS CODE: **2040**

POSITION TITLE: **Senior Public Information Officer**

DEPARTMENT NAME: **Division of Natural Resources - Navajo AML Reclamation / UMTRA Department**

DEPARTMENT NO: **94**

WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:

POSITION TYPE:

GRADE: **R64A**

Days: **Mon - Fri**

Permanent: ☒

SALARY:

Hours: **8:00 am - 5:00 pm**

Temporary: ☐

Duration: **\$ 38,084.80** Per Annum

Part-Time: ☐

No. of Hrs./Wk. **40** \$ **18.31** Per Hour

DUTIES AND RESPONSIBILITIES:

Research, develop, write and coordinate a public relations campaign for the Navajo AML and UMTRA Department. Develop a work plan and associated techniques to improve public relations for an effective working relationship with public, news media, affected chapters, other entities and tribal & federal agencies. Develop and coordinate the illustration and printing of material associated with public relations activities; including, newsletters, briefing reports, press releases, videos, graphics, brochures, fair booth & educational handouts, etc. Assist with maintaining and updating the AML and UMTRA website. Coordinate public relations activities including related reports for delivery to the public, schools, chapters, media and other entities on proposed and on-going AML and UMTRA program activities. Coordinate and participate in conferences, fair booths and other special events.

Educate the public, schools and other affected entities on program functions and information on the impacts of AML and UMTRA dangers and mine hazards. Attend chapter meetings to report on program activities, on an as-needed basis. Provide assistance to the Shiprock and Tuba City Field Offices. Prepare monthly, quarterly, annual and other required reports for delivery to tribal and federal agencies. Assist Field Office managers with program tasks.

Position requires knowledge of government organizational processes, current principles, techniques & objectives of public relations; and skill in producing written documents using proper sentence structure, grammar & punctuation. Position will apply judgment in the release of confidential information.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public Relations, Journalism, Mass Media Communications, Marketing or closely related field; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Experience:

Three (3) years experience in journalism, mass media communications, or public relations;

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of the Navajo culture and communications. Ability to communicate effectively in the Navajo (preferred but not required) and English languages; ability to prepare technical and complex reports; ability to establish and maintain an effective working relationship with staff, communities, chapters, tribal & federal programs and other entities.

License/Certification Requirements:

Must possess a Valid State Drivers License and be able to obtain a Navajo Nation Operators Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99